



DEPARTMENT OF PERSONNEL

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MEMO PERD #15/00

June 5, 2000

TO: Department Directors
Division Administrators

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: TWO PERCENT PAY INCREASES FOR STATE EMPLOYEES

As authorized by AB 701, a 2% pay increase will automatically be implemented for State employees effective July 1, 2000. Employees paid by Central Payroll will see the increase in checks issued July 21, 2000.

This method of implementation eliminates the need, in most cases, to submit individual Employee Status Maintenance Transaction (ESMT-A) documents. As you know, an appointing authority may set the salary for an unclassified employee at or below the authorized maximum salary. If you wish to set the salary of an unclassified employee at a rate different than the automatic 2% increase, an ESMT-A must be submitted with a notation under the "Remarks" portion of the form indicating this action reflects an adjustment to the cost-of-living increase. The completed ESMT-A must be received by State Personnel's Records Section by July 6, 2000. Any ESMT-A's received after July 6th noting retroactive or corrective adjustments will be reflected in checks issued August 4, 2000.

Turn-around documents noting the 2% increase will be generated for employees who are unclassified, classified medical, or on a retained rate, as well as for employees for whom the Records Section has received an adjusting ESMT-A.

A copy of this memorandum has been sent to all payroll clerks and personnel representatives. Updated compensation schedules are also being distributed. If there are questions regarding the implementation of the pay increase, please contact Penny Lewsader at 687-4184.

JG:cp

cc: Agency Personnel Liaison
Agency Personnel Representative
Payroll Clerks

From: Netti Debusk
To: Diane Duensing
Date: Tue, May 30, 2000 9:49 AM
Subject: Fwd: 2% Increase Plan

Diane

Thought you might like this 2% pay increase timeline as a reference.

Netti DeBusk
IFS-HR Help Desk
684-8696

From: Cindi Covington
To: Christina Van Hook; David Lahti; Erick Graham; ...
Date: Fri, May 26, 2000 12:25 PM
Subject: 2% Increase Plan

Hello all!

I've attached the updated 2% Salary Increase plan per our meeting on May 25 @ 9:00am. I believe it to be an accurate reflection of our discussions. Please let me know if you see something in error.
(684-8955)

Phil - Please note that the task (#17) for Debra Berry to update the Title table maximum salary field has a due date of 6/30/00. This is different than we discussed at the meeting. Penny realized after the meeting that she had already updated the Title table with the current annual salary amounts. This means that the system will issue a warning message about exceeding the maximum salary when we try to apply the 2% increase. Therefore, it would be preferable to have the new salary amounts in place before the 7/1/00 effective period begins.

As we work this plan, I will be sending out revised copies.

Thanks!

Cindi Covington
American Management Systems
IFS-HR 684-8955

CC: Cindi Covington

	Task	Responsible	Due Date	Status
1	Copy PPRT from production into IAT. Freeze production PPRT updates.	Erick	5/25/00	
2	Draft correspondence to agencies & route to Theresa & Penny for review.	Phil	5/26/00	
3	PPRT - design & develop changes	Erick	5/26/00	
	A. Deliver documentation of PPRT automated update process.	Monica	5/24/00	Completed
	B. Revise documentation of automated update process to apply to 2% increase & to include new (firefighter) pay policies.	Erick	5/25/00	
	C. Obtain approval of process & formulas.	Erick / Theresa / Phil	5/29/00	
	D. Develop & test necessary program changes in IAT.	Erick	5/29/00	
4	On PPRT, add Grade 35 rates (already calculated to include 2% increase) to all pay policies 08 & 09 (e.g. PP08, XPP08, PP08F) in IAT.	Theresa	5/30/00	
5	Save off a copy of pay policies added in Step #3.	Erick	5/30/00	
6	Remove 2% increase calculations from process used to generate compensation schedules.	Jennifer	5/30/00	
7	Generate compensation schedules from new PPRT in IAT (run RHR-033, RHR-034 & HIB-052)	Jennifer / Erick	5/30/00	
8	Deliver new compensation schedules to Phil Hauck.	Jennifer	5/30/00	
9	Develop listing of employees on retained rate.	Erick / Cindi	6/2/00	
10	MASS - document process	Cindi	6/2/00	
11	Distribute correspondence & new compensation schedules to agencies.	Phil	6/6/00	
12	Enter sample retained rate employees in IAT. Determine if retained rate employees can be included in MASS processing.	Penny / Cindi	6/7/00	
13	MASS - set triggers in IAT	Penny / Cindi	6/7/00	
14	Test mass update in IAT and verify	Penny / Cindi	6/9/00	
15	Manually enter retained rate employees in production if they cannot be included in Mass processing.	Penny	6/23/00	
16	PPRT - update production from IAT	Jennifer	6/29/00	
17	MASS - enter in production for non-table driven pay rate employees.	Penny	6/23/00	
18	Update Maximum Annual Salary field on production Title table with new compensation schedule amounts.	Debra Berry	6/30/00	
19	Run mass update in production (HX00800R) (Lahti will need to put into scheduler)	DoIT	6/30/00	
20	Verify mass update results, clean up rejects, enter future dated actions	Penny / Cindi	7/2/00	